



## Resource Officer

The Global Fund for Children (GFC) ([www.globalfundforchildren.org](http://www.globalfundforchildren.org)) envisions a world where all children grow up to be productive, caring citizens of our global society. GFC advances the dignity of young people around the world through its grantmaking program, which funds community-based organizations that serve the health, rights and development of children and youth in four major issue areas: Learning, Enterprise, Safety and Healthy Minds and Bodies.

The role of the Resource Officer is to build on the GFC grant-making program and work directly with its grantee partners to identify and pursue opportunities for additional funding, recognition and visibility from other sources as a means of promoting sustainability and growth beyond GFC's commitment. In addition, the Resource Officer is tasked with keeping abreast and proactively acting upon a wide range of strategic mechanisms, including peer networks, direct referrals to other donors, fellowships, conferences, awards, speaking engagements, site visits, that can be employed to raise the profile and visibility of GFC partners in international, regional, national and local settings.

In cooperation with GFC's senior program staff and regional Program Officers, the Resource Officer will identify grantees whose organizational development and programs demonstrate potential for effectiveness and sustainability and have reached a level where they will be competitive applicants for grant support beyond the GFC. The Resource Officer will be responsible for leveraging government and multilateral support in grantee partners' home countries by facilitating introductions, assisting in the navigation of bureaucratic processes, and advocating for greater support and recognition of the types of work that grantee partners are doing.

In addition, the Resource Officer works with the Vice President of Programs to develop materials, expand funding sources, and present GFC's work and message to national and international audiences. This position reports to the Vice President of Programs and is based in Washington DC.

### **Role and Responsibilities**

The responsibilities of the Resource Officer include, but are not limited to:

#### **Strategic Value-Added Services**

- Identify community-based organizations in the GFC portfolio who have reached a phase where they can tap into a broader pool of donor support.
- Assist grantee partners in leveraging additional funds from other foundations, the private sector, and individuals, including the U.S. diaspora philanthropic community
- Stay informed of international, regional and national awards, fellowships, scholarship and professional development and media opportunities and ensure the meaningful participation of GFC partners
- Liaise with government and multi-lateral donors to further raise the visibility of grantee accomplishments and to increase financial support
- Manage ongoing relationships with regional partner(s) for capacity-building and grantee support
- Where appropriate, participate in site visits and/or Knowledge Exchanges of current and potential grantee partners to identify opportunities for funds and visibility leverage, as well as build capacity of grantee partners to more effectively engage with donors and other profile-raising opportunities.

#### **Strategic Outreach & Communications**

- Contribute to development and use of the Knowledge, Learning and Resource Access (KLARA) internet portal and ensure that it responds to grantee needs

- Build

GFC's presence

in the regions by establishing appropriate contacts and networks with individuals, NGO's and other organizations

### **Knowledge**

- Manage the capture, analysis and reporting of leverage metrics on funding and awards to demonstrate grantmaking model's effectiveness.
- Work in collaboration with consultants and other members of staff to analyze research, information, and results from proposals, reports and surveys and translate this knowledge into measurable gains for grantees
- Build GFC's presence in the region by establishing appropriate contacts and networks with individuals, NGO's and other organizations

### **Qualifications**

Candidates should demonstrate the following range of skills, experience and qualities:

- Masters (MBA, MPP, MA) degree in related field with 7-10 years of relevant professional experience
- Significant demonstrated coursework and/or professional experience in non-profit management/social entrepreneurship, management consulting, organizational development and effectiveness, area studies or related field
- Experience in collaborating and communicating about development programs with government representatives, parliamentarians, U.N. officials, donors, foundations, NGOs and regular citizens
- Ability to identify areas of mutual interest among the above mentioned parties and to develop innovative strategies that advance the organizational development and raise the profiles of GFC grant recipients.
- Fluency in English; plus professional proficiency in other languages in countries where GFC works.
- Experience in conductive effective site visits and information gathering missions and using the knowledge to support program and institutional development
- Familiarity with community-based organizations working with youth, education, social change, microfinance/microenterprise, or health
- Issue area knowledge in child and youth development, social protection, health and/or education that spans the regions where GFC has active grant-making programs.
- Experience with the grant making or grant-seeking process
- Excellent writing, communication, presentation and interpersonal skills
- Critical thinking skills. Exceptional attention to detail, organization, and time management
- Self-motivated team player with balance and humor. Ability to work in a fast-paced, entrepreneurial environment
- Ability to travel independently in developing countries (2-3 international trips per year); occasional overnight domestic travel
- Permanent authorization to work full-time in the US required

### **Compensation**

A competitive salary and excellent benefits will be provided.

***The Global Fund for Children is an equal-opportunity employer.***

*Please submit a cover letter and resume to [dunning@globalfundforchildren.org](mailto:dunning@globalfundforchildren.org)  
The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible.*

1101 FOURTEENTH STREET, NW, SUITE 420  
WASHINGTON, DC 20005 USA  
TEL 202.331.9003 FAX 202.331.9004  
[www.globalfundforchildren.org](http://www.globalfundforchildren.org)